

January 27, 2006

## **All Interested Consultants**

**Subject: Request For Proposals (RFP) To Provide  
Project Management Services**

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**Consultants are invited to submit a  
“Statement of Work” (SOW) in response to  
this RFP**

**Project Name  
& Location:**

Milwaukee County 800 MHz Trunked Radio  
System: Rebanding Project.  
Mailing address: Milwaukee County  
Department of Administrative Services-  
Information Management Services Division,  
Room 307  
901 North 9<sup>th</sup> Street, Milwaukee, WI 53233.

In 2005, the Federal Communications Commission (FCC) ruled that all 800 MHz systems in the United States be modified to eliminate cell phone interference with public safety communications. The FCC appointed a Transition Administrator (TA) to manage the scope of the nationwide project. As part of a legal settlement, Sprint/Nextel is paying all costs related to the project.

The TA put forth a plan to complete the project in four “Waves” spanning a total of 5 years. Milwaukee County was assigned to participate in the first “Wave.” In the case of Milwaukee County, all radio frequencies will be moved or rebanded down 15 MHz.

There are essentially three major steps to this project. The first is the Planning/Negotiation Phase, followed by the Implementation Phase and finally ending with the Closeout/Audit Phase.

The consultants for this project must have qualifications and recent experience in radio communications necessary to perform the required professional services including the following:

- Qualifications and recent experience specific to 800 MHz trunked radio systems (analog and digital).

- Committed staff available to ensure successful project outcomes with knowledge of and/or technical expertise regarding Milwaukee County's 800 MHz Trunked Radio System and User Groups, and the ability to address unique systems including MCTS's Orbital/TMS Smart Track CAD/AVL system.

The selection process will entail a comparative analysis of the professional qualifications and experience of the consultants to provide professional services for the identified project. Each Statement of Work (SOW) submitted for the selection process will be reviewed by a Consultant Selection Recommendations Committee (CSRC).

Any contract awarded for this project is to be funded, in whole, by Sprint/Nextel.

Prospective consultants are advised that no obligations or commitments are incurred by the County of Milwaukee in the solicitation or evaluation of the interested consultants.

To be considered, your firm's SOW must be received no later than 2:00 p.m. on Monday, February 6, 2006. Please provide six (6) copies of your submittal to:

Milwaukee County Department of Administrative Services  
Information Management Services Division  
Courthouse Room 307  
901 North 9<sup>th</sup> Street  
Milwaukee, Wisconsin 53233  
Tel.: (414) 278-4304. Fax: (414) 223-1245  
Internet Email: smokrohisky@milwcnty.com

Attention: Steve Mokrohisky  
Senior Manager

**GENERAL PROCEDURE:    SELECTION PROCESS**

***Consultants submit Statement of Work (SOW)***

1. **This Request for Proposals (RFP) is a request for consultant experience, qualification and cost data (consultants are being invited to submit a "Statement of Work", or "SOW"), in relation to the proposed project described in this document.**
2. **Consultants submitting a SOW in response to this RFP are to include cost information, including a total cost, cost per hour, work hours, and other pricing data.**

### ***Selection Board Conducts Interviews With Each Consultant***

3. Interviews (via telephone or office visit) will be conducted with each consultant on the preselection list.

### ***Selection Board Ranks Consultants***

4. The selection board will review the experience, qualification and cost data, the general project proposal, the interview results, and other relevant data. Using selection criteria developed for the general project proposals, the responding consultants will be ranked in order of preference.

### ***Selection Board Negotiates With Number One Ranked Consultant***

5. Discussions will be conducted with the number one ranked consultant to fully define the scope of work and services to be provided. After agreement on a detailed scope of services is reached, the consultant submits a cost proposal together with a detailed project proposal. As a reminder, all costs for this project will be funded by Sprint/Nextel. Milwaukee County will not be funding any external costs associated with this project.

### ***Selection Board Prepares Consultant Recommendation Report***

6. The selection board consultant recommendation report (record of negotiations, scope of work, draft contract, sponsor's independent cost estimate, consultant cost proposal with any revisions, and detailed cost analysis) will be forwarded to the following for review:

**Milwaukee County 800 MHz Radio Rebanding Steering Committee.**

## **Description of Proposed Project:**

This RFP is authorized by the Chief Information Officer for Milwaukee County. It is a request for qualifications & experience related to the provision of project management and technical/engineering services for the 800 MHz Radio Rebanding Project. An information packet with preliminary inventories of equipment is attached to this document.

The objectives of this project include:

1. Developing a strategy for negotiating a contract with Sprint/Nextel that must be approved by the TA.

2. Active communication and logistical planning with all 19 municipalities, Milwaukee County departments and other user groups of the system to ensure that all specified needs of each user group are met.
3. Include neighboring counties/communities in the logistical planning as they have some mutual aid talk-paths in their radios that will need reprogramming.
4. Subscriber units retuned/reprogrammed/replaced with minimal to no disruption to user groups.
5. Reconfigure a total of 9 analog sites – 2 of which are receive-only sites.
6. Reconfigure the 1 digital (Astro LE) site on the North Shore as well as it's currently unused receive only site located at Channel 58.
7. Work with user groups to coordinate retemplating requests as necessary.
8. Plan and implement voice/data systems that are fully operational to each user group's expectations, including unique systems such as Milwaukee County Transit System.
9. A weekly status/progress report must be submitted to the IMSD senior manager. The winning vendor will receive a template and instructions. A monthly status report and power point presentation will be submitted to the IMSD senior manager in order to be presented to the County Board.
10. Reconcile all costs and related issues with Sprint/Nextel and the TA in closeout/audit phase.

### **Description of the Services to be Procured:**

The consultant(s) will examine the existing 800 mhz Trunked Radio System, determine a system reband approach that will minimize or eliminate disruption to Milwaukee County 800 mhz Trunked Radio System User Groups, and develop comprehensive specifications and other documents and determine a refined project cost estimate. As of this writing, it is anticipated that funding will be authorized and reimbursed directly from Sprint/Nextel to the vendor.

The consultant(s) shall provide complete and comprehensive design engineering services, including verification of existing conditions, analysis, calculations, appropriate sizing for anticipated conditions, review code/plan compliance, and identify necessary & incidental project issues in order to mitigate problems & risks throughout the course of the project. Specifically, the consultant(s) shall be responsible for ensuring that all Subscriber Units in the Milwaukee County 800 MHz Radio System User Group, including the Milwaukee County Transit System (MCTS), Sheriff's Department, municipal fire and police departments and other

county agencies, are successfully reprogrammed, retuned, and/or replaced to the specific requirements and expectations of each user group.

#### DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

The successful consultant/service provider shall comply with Chapter 42 of the Milwaukee County Ordinances, which requires Good Faith Efforts (GFE) to achieve participation of certified Disadvantaged Business Enterprise (DBE\*) firms. In accordance with this Milwaukee County policy, the contractor shall ensure that DBEs have an opportunity to participate in this project/contract. The efforts employed by the consultant/service provider should be those that one could reasonably expect a contractor to take if the contractor were actively and aggressively trying to obtain DBE participation sufficient to meet the DBE contract goal. Mere pro forma efforts are not good faith efforts to meet the DBE contract requirements. For a list of Milwaukee County certified DBEs, go to [www.milwaukeecounty.org](http://www.milwaukeecounty.org) and do a search for "certified vendor list" and then click on "Certified Vendor List". If you need additional assistance, contact the Community Business Development Partners (CBDP) Office at (414) 278-5248.

The Community Business Development Partners (CBDP) Office of Milwaukee County is authorized to make the determination that consultant/service provider has made a good faith effort (GFE) to achieve the required DBE participation.

**DBE Participation Goal:** Consultant/service provider shall utilize DBE firms to a minimum of 17% of the total contract. DBE participation requirement relative to contract award shall be based upon the approved Milwaukee County Commitment to Subcontract to DBE Firms (DBD-014PS form). Consultants/service providers receiving additional work on the contract in the form of change orders, etc. shall be expected to increase DBE participation proportionally.

#### **Submission of Statement of Work:**

At a minimum, the SOW should indicate the consultant(s) experience & qualifications as it relates to the proposed project:

1. Demonstrated ability to successfully communicate with diverse stakeholders and implement specified project goals.
2. Qualification & recent experience of the primary consultants specific to 800 MHz radio projects. Please include resumes of the actual people that will be

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\* The term "DBE" means small business concerns known as Disadvantaged Business Enterprise (DBE) firms owned at least 51% by socially and economically disadvantaged individuals, and certified by Milwaukee County under CFR 49 Part 26.

- assigned to this project and at least one report from a recent project to demonstrate report-writing skills.
3. Committed staff available to ensure successful project outcomes with knowledge of and/or technical expertise regarding Milwaukee County's 800 MHz Trunked Radio System and User Groups, and the ability to address unique systems including MCTS's Orbital/TMS Smart Track CAD/AVL system. Please include the total number of projects that each staff person committed to this project is currently overseeing.
  4. Fees, hourly rates and agree to direct reimbursement from Sprint/Nextel to settle all costs related to project.

### **Evaluation Criteria:**

The evaluation criteria used by the selection board to evaluate the qualifications & experience of potential consultants will be as follows:

Subjective Ten Point Scoring Scale:

<u>Score:</u>	<u>Subjective Interpretation:</u>
1 – 2	"Poor" (overall does not meet any expectations)
3 – 4	"Marginally Satisfactory" (meets a few expectations)
5 – 6	"Good" (meets all expectations)
7 – 8	"Very Good" (meets all expectations & exceeds a few)
9 – 10	"Excellent" (meets all expectations & exceeds many)

### **Evaluation Weights:**

25%	Demonstrated ability to successfully communicate with diverse stakeholders and implement specified project goals.
25%	Qualification & recent experience of the primary consultants specific to 800 MHz radio projects.
25%	Committed staff available to ensure successful project outcomes with knowledge of and/or technical expertise regarding Milwaukee County's 800 MHz Trunked Radio System and User Groups, and the ability to address unique systems including MCTS's Orbital/TMS Smart Track CAD/AVL system.
25%	Fees, hourly rates and agree to direct reimbursement from Sprint/Nextel to settle all costs related to project.

- A. The SOW must be submitted by Monday, February 6, 2006 at 2:00 P.M. to:

Milwaukee County Department of Administrative Services  
Information Management Services Division  
Courthouse Room 307  
901 North 9<sup>th</sup> Street  
Milwaukee, Wisconsin 53233  
Tel.: (414) 278-4304. Fax: (414) 223-1245  
Internet Email: smokrohisky@milwcnty.com

Attention: Steve Mokrohisky  
Senior Manager

- B. Six (6) copies of the SOW must be submitted in a sealed envelope only.
- C. Each envelope must be identified with the submission date, project title, name and address of the submitting party. Envelopes which are not properly identified or received after the time and date as noted will be rejected.
- D. The proposal must be submitted in a single bound 8-1/2" X 11" document.

All questions regarding this RFP shall be directed in writing to:

Milwaukee County Department of Administrative Services  
Information Management Services Division  
Courthouse Room 307  
901 North 9<sup>th</sup> Street  
Milwaukee, Wisconsin 53233  
Tel.: (414) 278-4304. Fax: (414) 223-1245  
Internet Email: smokrohisky@milwcnty.com

Attention: Steve Mokrohisky  
Senior Manager

***You can access the RFP, any amendments to the RFP and other related information online at [www.county.milwaukee.gov/rebanding](http://www.county.milwaukee.gov/rebanding).***